



DAVID SANDERS, Ph.D.
Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 13, 2004

Board of Supervisors

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST TO APPROVE CASE STORAGE AND RETRIEVAL SERVICES CONTRACT WITH GRM INFORMATION MANAGEMENT SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that services provided under the attached Proposition A Contract continue to be more economically performed by Contractor than by County employees (Attachment A).
2. Approve and instruct the Chair to sign the attached contract (Attachment B) with GRM Information Management Services (GRM) for provision of case storage and retrieval services effective May 1, 2004 through January 31, 2005, with two one year options to extend the contract through January 31, 2007. The cost of the nine-month contract for the period of May 1, 2004 through January 31, 2005 is \$208,791 in FY 2004-05. The cost of each additional one-year extension is \$278,388 for both FY 2005-06 and FY 2006-07. The maximum contract amount, if all options are exercised, is \$765,567. The cost of the agreement will be financed using 55% (\$421,062) federal revenue, 32% (\$244,981) State revenue, and 13% (\$99,524) net County Cost. Sufficient funding is included in the FY 2003-04 Adopted County Budget.

3. Delegate authority to the Director of DCFS, or his designee, to exercise the options to extend the term of the Contract upon CAO approval.
4. Delegate authority to the Director of DCFS or his designee to execute amendments to increase or decrease the maximum contract amount by no more than 10% of the original maximum contract amount if necessary to accommodate an increased or decreased service need provided: (a) sufficient funding is available; (b) County Counsel and CAO approval is obtained prior to executing the amendment; and (c) the Director of DCFS notifies the Board and the CAO in writing within ten workdays of execution of the amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions will enable the department to continue providing case storage and retrieval services. The current contract expires on April 30, 2004, and a new contract is required to enable DCFS to continue to use centralized case storage and retrieval services to ensure that files are readily available to social workers, attorneys, the juvenile court and others who work with children under court supervision. Without the approval of the recommended action, case storage and retrieval services will not be available to DCFS after April 30, 2004.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County Strategic Plan Goal 3, Organizational Effectiveness and Goal 5, Children and Families' Well-Being. Case file storage and retrieval services provided under this Amendment will continue to ensure that vital records and documents are available to DCFS, attorneys, and the juvenile court to make informed decisions in regard to the health and safety of the children we serve.

FISCAL IMPACT/FINANCING

The contract will be financed using 55% federal revenue, 32% State revenue and 13% net County cost. The cost of the contract for the first nine months of the contract is \$208,791 (\$114,835 federal, \$66,813 State, and \$27,143 County), and \$765,567 (\$421,062 federal, \$244,981 State, and \$99,524 County) over the two year nine month contract term. For each of the respective fiscal years, DCFS' budget will include the following funding for these services: FY 2003-04 (\$46,398); FY 2004-05 (\$278,388), FY 2005-06 (\$278,388), and FY 2006-07 (\$162,393).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current case storage and retrieval services contract with File Keepers, LLC was approved by your Board on January 9, 2001, and was to expire on January 28, 2004. On January 20, 2004, your Board approved a three-month extension (January 29, 2004, through April 30, 2004) to avoid an interruption in services pending completion of a competitive solicitation process.

DCFS is requesting approval of the nine-month Contract with two, one-year options to extend with GRM for case storage and retrieval services beginning May 1, 2004, through January 31, 2007.

The Contract expressly provides that the County has no obligation to pay for expenditures beyond the maximum contract amount. Further, the contractor will not be asked to perform services that exceed the contract amount, scope of work, or contract dates.

The Contract incorporates language currently required in all County contracts including notification of the Safely Surrendered Baby Law.

This Board Letter and Contract have been reviewed and approved by County Counsel and CAO.

CONTRACTING PROCESS

DCFS released a Request for Proposals (RFP) on December 2, 2003, to select a contractor to provide case storage and retrieval services. The solicitation process included advertisements in various newspapers, the County of Los Angeles website as well as notifying those entities on the Department's bidders list.

Of the ten potential Proposers that requested and received copies of the RFP, three submitted proposals by the due date of January 6, 2004. The proposals were evaluated and GRM was the highest scoring Proposer.

Despite its submission of the lowest cost proposal, Iron Mountain Records Management (IMRM) did not receive the highest score. As required under section 5.2.4 of the RFP, IMRM lost scoring points for taking exception to material language in the Sample Contract's terms and conditions. This resulted in IMRM receiving the second highest score.

Two protests were received and reviewed by a panel which consisted of one DCFS employee and one employee from the Department of Public Social Services. GRM continued to hold the highest score after the protest process and is therefore, being recommended to provide case storage and retrieval services.

DCFS has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program and continues to pay a living wage to its full-time employees who provide the County services.

Under this contract and option to extend the contract, the Contractor will not receive any cost-of-living adjustments (COLA).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will allow for the continuation of case storage and retrieval services for DCFS effective May 1, 2004 through January 31, 2007.

The Honorable Board of Supervisors
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CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board letter and attachments to:

1. Department of Children and Family Services
Attention: Walter Chan, Manager
425 Shatto Place, Room 205
Los Angeles, CA 90020
2. Office of the County Counsel, Children's Services
Attention: Kathy Bramwell, Senior County Counsel
201 Centre Plaza Drive
Monterey Park, CA 91754

Respectfully submitted,



DAVID SANDERS, Ph.D.
DIRECTOR

DS:WC
RML:lm

Attachments (2)

APPROVED FOR SIGNATURE
BOARD OF SUPERVISORS

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FILED